

City of South Bend
Administration & Finance Policy Manual



5.7 IT Wireless Use Policy

Effective: May 1, 2011

Purpose: This policy defines the wireless network access policy of the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective May 1, 2011.

1.0 Policy Statement

The City of South Bend will establish a wireless use policy, applicable to all city departments and bureaus, for the purpose of maintaining appropriate computer system and data security.

2.0 Wireless Access

Wireless access to the City of South Bend computer network may be granted to employees where an employee's job responsibilities and work situation dictate that wireless access is a job requirement. Such responsibilities may include, but are not limited to wireless devices issued to the employee by the City of South Bend.

3.0 Devices not issued by the City of South Bend

Employees wishing to use personal wireless devices on the City of South Bend computer network must submit a business use justification letter to their Department Head. This request must include the type of device, the device Operating System, and Operating System Version. If the Department Head agrees the device is necessary for the employees job duties, they will forward the request to Information Technology Department for technical review to assure the device meets appropriate specifications and is compatible with the city's wireless network. Information Technologies will then forward the request to the Controller for final review.

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Administration & Finance Policy Manual

4.0 Approval for Remote Access

Approval of the Department Head and the Controller is required.

5.0 Requirement to Authorize

The department head is required to send a letter of wireless use request to the Controller identifying the employee, reason for wireless access, specific access requested, and time period involved.

Upon approval of the Controller, Information Technology will be directed to establish the approved wireless access capabilities.

6.0 Employee Responsibilities

Employees with remote access are required to follow all policies and procedures of the City of South Bend and to ensure adequate protection of all system security applicable to City Employees.